

Manager Memo

It's Time to Celebrate!

School Nutrition Employee Week is May 1-5, 2017, and School Lunch Hero Day is May 5th! For more information, click [here](#).

Resources to Help Lower the Sodium Content of School Meals

It is important for schools to lower sodium while not losing flavor. These resources below will help you reduce sodium while continuing to add flavor to your school meals.

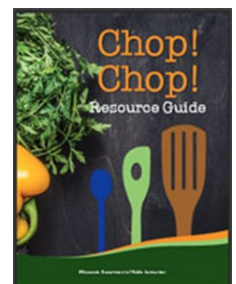
- To view our updated **IDOE Sodium Fact Sheet**, [click here](#).
- For information about how to lower the sodium content of school meals, check out USDA's website titled **What's Shaking? Creative Ways to Boost Flavor with Less Sodium**. This website includes an infographic on sodium reduction, along with recipes, menus, culinary techniques and other resources to support sodium reduction and healthier school meals. To visit the website, go to <https://healthymeals.fns.usda.gov/whatsshaking>.
- USDA's *What's Shaking?* website features a resource for use in child care and schools called **Flavor Shakers** that provides low-sodium herb/seasoning mixtures. To view this tip sheet with flavor shaker recipes, [click here](#).
- Healthy Food Choices in Schools has posted a webinar called **Spice it up! Putting Together a Low-Sodium Flavor Station in the School Cafeteria**. View this webinar at <https://learn.extension.org/events/3030>.
- Check with your vendors for potential flavor station kits you can purchase and include on serving lines, or make your own low-sodium flavor station. Listed below are some popular seasonings schools are using.



Black Pepper
Cayenne Red Pepper
Chili Powder
Curry Powder
Dill Weed

Italian Seasoning
Low-Sodium Lemon & Pepper Seasoning
Mexican Seasoning
Mrs. Dash®
Crushed Red Pepper Flakes

- If you are looking for low-sodium vegetable recipes, check out the **Chop! Chop! Resource Guide**. This guide was created to accompany the Chop! Chop! video training series and is a compilation of the recipes featured in the videos. Information is also included about Wisconsin crops, procurement of local products, food safety and professional development. To view the website with links to all the videos and the resource guide, go to <http://www.cias.wisc.edu/chopchop/>.



Professional Standards

- Schools are responsible for tracking each individual food service employee's hours through a word document, excel spreadsheet, or online tool.
- Sign-in sheets and certificates are great supporting documentation to show that staff did attend training, but sign-in sheets and certificates alone are not enough.
- The following information should be gathered for the State agency during a review:
 - Employee first and last name
 - Hiring date
 - Employee position - Director/Manager/Staff
 - Required hours of training
 - Training title/subject and training date(s)
 - Length of training (creditable time)
 - Completed hours year to date
 - Agendas, certificates, webinar information, confirmation of training via email, etc. (if applicable)
- For information about annual minimum required training hours for managers/staff and what qualifies as training, check out the [Manager's Guide to Professional Standards for Training](#).

New Edition! Indiana Nutrition Newsletter

- The latest edition of the Indiana Nutrition Newsletter has been posted online and features:
 - St Lawrence Catholic Elementary School's Breakfast in the Classroom
 - St Joan of Arc Celebrates National School Breakfast Week
 - Ft. Wayne being recognized by FRAC for increasing School Breakfast participation
 - Noblesville High School's Salad Bar
 - Farm to School video featuring Robert J. Kinsey Youth Center
 - Beech Grove's SuperFood HEROES
- Click [here](#) to access the newsletter.

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